

ORDINANCE 899

AN ORDINANCE AMENDING THE TOWN OF HOLLYWOOD PARK'S PERSONNEL POLICY MANUAL REGARDING PUBLIC WORKS FOREMAN, GIFTS PROVISION, DEPARTMENT HEADS CLARIFICATION, RESIGNATION NOTICE AND BATTLE OF FLOWERS DAY.

WHEREAS, the Town Council of the Town of Hollywood Park has established the Personnel Policy Manual for its employees; and

WHEREAS, the City Council finds that the Town of Hollywood Park Personnel Policy Manual should be amended to properly regulate activities.

NOW THEREFORE: BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF HOLLYWOOD PARK, TEXAS:

THE TOWN OF HOLLYWOOD PARK'S PERSONNEL POLICY IS AMENDED AS INDICATED IN EXHIBIT "A" ATTACHED TO THIS ORDINANCE:

**PASSED AND APPROVED**, this, the 19 day of July, 2011.



Bob Sartor / Mayor

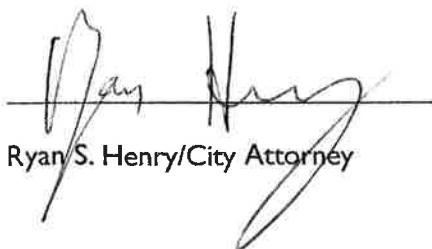
ATTEST:



Janice Alamia/ City Secretary



APPROVED AS TO FORM:



Ryan S. Henry/City Attorney

## **1.00 GENERAL POLICIES**

### **1.01 AUTHORITY**

These policies are established by the City Council. Any amendments, revisions, or new policies must be approved by Council.

In addition to these Personnel Policies, Department Heads may establish departmental rules and regulations that relate specifically to their department. Departmental rules and regulations shall not conflict with these rules and regulations and must be approved by the Mayor and/or City Administrator.

The provisions of these policies are severable, and if any provision or part of a provision is held invalid, illegal, or unenforceable, this shall not affect the validity of the remaining provisions or parts of provisions, which shall remain in force and effect.

### **1.02 RESPONSIBILITY FOR IMPLEMENTATION OF PERSONNEL POLICIES**

The Mayor and/or City Administrator is responsible for the administration of the personnel policies and procedures. The Mayor and/or City Administrator may delegate authority to appropriate staff members to act in his or her behalf in the administration of these policies and procedures.

With the exception of matters reserved to the City Council by statute or ordinance, including §2-56 of the Code of the Town of Hollywood Park, authority on termination resides with the Department Head, with appeal as provided in these Personnel Policies..

The Mayor and/or City Administrator may delegate hiring and appointment authority to Department Heads.

The Mayor and/or City Administrator are authorized to implement any employment procedures necessary in order to carry out the policies contained within this manual, including but not limited to, procedures relating to employee check-in, behavior, communication, or documentation. Such employment procedures may not be inconsistent with any policy contained within this manual.

### **1.03 PURPOSE**

This Personnel Policy Manual is not a contract for employment; the policies set forth are the primary rules governing employment with the City. The policies contained here, inform employees of the benefits and obligations of employment with the City. They have been prepared and adopted in order to promote consistent, equitable, and effective practices by both employees and supervisors which will result in high quality public service to the citizens of Hollywood Park. (Revised 2/19/91)

All employees are "at-will" employees who may be terminated for no reason or any reason whatsoever, unless specifically prohibited by federal or state law.

### **1.04 APPLICABILITY OF PERSONNEL POLICIES**

These Personnel Policies apply equally to all employees of the City unless a class of employees is specifically exempted from these policies.

In cases where federal or state laws or regulations supersede local policy for specific groups of employees, such laws

or regulations will substitute for these personnel policies only insofar as necessary for compliance.

## **1.05 DISSEMINATION OF PERSONNEL POLICIES**

The City Secretary maintains complete sets of the Personnel Policies with all revisions for reference by employees. In addition, the City Secretary provides a complete copy of this manual and copies of all subsequent revisions to each Department Head who keeps the updated manual available to employees in the department.

## **1.06 CHANGES TO THESE POLICIES AND EMPLOYEE SUGGESTIONS**

These Personnel Policies may be amended, revised, or new policies may be added at any time without notice, upon the approval of the City Council. In addition, the Mayor and/or City Administrator and Department Heads conduct an annual review of the policies contained in this manual as a part of the budget process and submit any recommended or necessary changes to the City Council for approval. Changes will be made to these Personnel Policies for the following purposes: to clarify and/or enhance existing policies; to add new policies or amend existing policies in order to improve current city management practices; and to conform current policies to changes in law or council policy. (10/17/95)

Employees are encouraged to make constructive suggestions for improvements in these policies or in work procedures or conditions. Any City employee who wishes to suggest a personnel policy change should submit his or her suggestion(s) in writing, along with the rationale for making the change, to the City Secretary in June of each year for consideration during this annual review process. Employees are responsible for maintaining current knowledge and understanding of all Personnel Policy changes and for requesting clarification or assistance when needed.

Department Heads are provided copies of all changes to these Personnel Policies by the City Secretary as soon as practicable.

## **1.07 ORGANIZATIONAL STRUCTURE**

The Town of Hollywood Park Public Safety Department is an umbrella agency of the Town which is responsible for the administration and control of the Fire Department, Fire Marshal's Office, Emergency Management Department and Public Works. All employees within these departments shall report directly to the Head of the Public Safety Department.

For the purposes of these Personnel Policies, the following positions are considered Department Heads: City Finance Officer; City Secretary; Fire Chief; Police Chief.

All Police Officers and Code Enforcement Officers shall report directly to the Chief of Police who is the Department Head for both the Police Department and Code Enforcement Department.

The City Secretary is the Department Head over the City Secretary's Office and the Municipal Court. All employees within these Departments shall report directly to the City Secretary.

The Finance Director is the Department Head of the Finance Department. All employees within the Finance Department shall report to the Finance Director.

All Department Heads may communicate directly with the Mayor and/or City Administrator regarding day to day administrative functions, and shall report directly to the City Council on matters of substance and City policy.

duties; (3) accept outside employment or compensation that might reasonably tend to impair independence of judgment in performance of duties for the City; (4) make any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for the City; or (5) solicit or accept or agree to accept a financial benefit from another person in exchange for having performed duties as a City employee in favor of that person.

### **2.06 POLITICAL ACTIVITY**

Employees of the City are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies.

A City employee may not:

1. Use his or her official authority or influence to interfere with or affect the result of an election or nomination for office; or
2. Directly or indirectly coerce, attempt to coerce, command, or advise a local or state officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose; or
3. Be a candidate for election to the Town of Hollywood Park City Council as long as they remain an active employee.

In addition, any City employee who is subject to the provisions of the Federal Hatch Act may not be a candidate for elective office in a partisan election. (A partisan election is an election in which candidates are to be nominated or elected to represent a party whose candidates for presidential electors received votes in the last preceding election at which presidential electors were selected.) City employees are subject to this additional Hatch Act restriction if their principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the Federal Government.

An employee's political activity, not in violation of this section, shall not be considered in determining his or her compensation, eligibility for promotion or demotion, work assignment, leave or travel request, or in applying any other employment practices to the employee.

### **2.07 COMMUNICATIONS**

Matters that involve City Policy, operations, and organization are brought before the City Council by the Mayor or by a person designated to do so by the Mayor, or by Department Heads.

A City employee may request that a matter be considered by the City Council or the Mayor by submitting the item in writing to his or her Department Head who will forward the communication to the Mayor or the City Council, as appropriate.

Communication with the public about Town of Hollywood Park business or problems is the responsibility of the City Council and the Mayor. Employees are to refer the public to the Mayor and/or City Administrator if a question is non-routine, controversial, or outside of the scope of the employee's normal duties.

Employees may, from time to time, be given directions from persons outside the normal chain of command. In such cases, the employee must notify his or her immediate supervisor about the directive, its purpose, and the relevant

facts of the situation. Failure to do so in a timely manner may result in disciplinary action.

## **2.08 CHAIN OF COMMAND**

In order for the City to function properly as an organization, it is necessary that employees adhere to the City's chain of command. Employees are to follow the chain of command in seeking administrative or operational decision. (See Organizational Chart - Appendix.) (10/17/95)

## **2.09 SOLICITATION OF FUNDS FOR CITY PROJECTS**

At times, projects may be undertaken whereby funds are solicited from private citizens, businesses, and organizations on behalf of the City. Before any solicitation of funds is begun, the Department Head must notify and receive the approval of the Mayor. Participation on the part of any City employee in a fund raising effort on behalf of the City is strictly voluntary.

## **2.10 MISUSE OF INFORMATION**

Employees and members of their families are prohibited from using City information obtained through employment (whether directly or indirectly) for the purpose of furthering his/her private interest, if such information has not been made available to the public.

## **2.11 TELEPHONE**

City telephones are available for limited personal use. Personal Directory Assistance (Information) calls are prohibited.

Long distance calls are made only when necessary and must be entered on a "Long Distance Telephone Log" kept in your Department Head's office. Personal long distance calls are not authorized. (7/02/97)

## **2.12 EXPENDITURES**

Employees are not allowed to charge personal items on the City's charge accounts.

All expenditures for purchasing materials and supplies must be authorized and approved by Department Heads. Purchase Orders are required in all instances. No invoice will be paid unless prior approval has been given by the supervisor and the invoice clearly notes a purchase order number.

Department Heads are authorized, on their own authority, to approve individual expenditures up to a cost of \$1000, provided there are available funds within their department's line items. Department Head purchases over this amount, up to \$5,000, must be approved by the Mayor and/or City Administrator. Any purchase above \$5,000 must be approved by the City Council before obligated. Monthly bills (CPSB, Water, etc.) and Council approved contracts (Garbage, EMS, audit, etc.) can be authorized by the City Administrator or Mayor and paid without being submitted to Council for approval. (9/5/01)

A request for Capital Outlay (an item that has a cost of \$100 or more and a life expectancy of more than 1 year) (equipment, furniture, etc.) form must be submitted to the Mayor for his/her approval before any department can purchase a Capital Outlay item. If the amount of the expenditure was approved in the budget, then Council does not need to re-approve the purchase, unless the City is accepting sealed bids on the item(s) to be purchased. (7/02/97) If the expenditure was not approved in the budget or exceeds the amount that was approved, then the expenditure needs

to be presented to Council for their approval. (10/17/95)

The Treasurer can transfer funds from one line item to another within the same department at the written request and explanation of the Department Head with the approval of the Mayor and/or City Administrator. Council will be informed of the transfers monthly within the Treasurer's Report (10/17/95).

### **2.13 PROHIBITION OF CERTAIN ELECTRONIC RECORDING DEVICES**

Unless otherwise permitted by this section, employees are prohibited from using any form of electronic recording device to record audio or video information during normal business hours or while on duty for the Town of Hollywood Park.

This prohibition does not apply to:

1. Any recording device to be performed by federal, state, or local law;
2. Any recording performed during a criminal or civil investigation;
3. Any recording performed during an open meeting of the Town Council or any of its boards or commission;
4. Any recording performed by use of equipment approved by City Council for a specific purpose and mounted in a fixed location such as at the municipal pool or at the Town's municipal clerk's window or telephonic mail recording systems. (3/17/2009)

## **3.00 HIRING PRACTICES**

### **3.01 EQUAL EMPLOYMENT OPPORTUNITY**

No discrimination will be allowed against any person in job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, sexual orientation, veteran status, genetic information, political affiliation or belief. Personnel decisions will be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform a specific job.

It is the policy of the City to maintain a work environment free of sexual harassment. Employees will not participate in sexual harassment against any person.

### **3.02 AFFIRMATIVE ACTION**

The Town of Hollywood Park will take affirmative action to see that applicants are employed, and employees are treated during employment, without discrimination based upon race, age, religion, color, disability, national origin, sex (including sexual harassment), sexual orientation, veteran status, genetic information, political affiliation or belief, or any other non-merit factor.

### **3.03 PHYSICAL STANDARDS**

Knowledge of physical conditions and existing health problems of employees is necessary to avoid occupational injuries and to ensure that it will be possible to differentiate any future job-related injuries from existing medical problems.

For these reasons, the City requires all new employees to have a physical examination with a physician(s) designated by the City. (7/02/97). In addition to the required physical examination, the State and City requires new employees

## 4.00 TYPES OF EMPLOYMENT

### 4.01 CATEGORIES

There are three categories of employment with the Town of Hollywood Park:

**Regular Full-Time.** A regular full-time employee is one who is employed to hold an authorized position that involves, on the average, 40 work hours or more per week, and who has been appointed to a position that is not specified as part-time or temporary.

**Part-Time.** A part-time employee is one who is employed to hold an authorized position that involves, on the average, fewer than 40 work hours per week; who has been appointed to a position that is not specified as temporary, who works as called upon, and is paid at an hourly rate for the actual number of hours worked. Part-time employees are not paid for holidays and are not entitled to the City's fringe benefits other than Workers' Compensation and, in some instances, unemployment insurance.

**Temporary.** A temporary or seasonal employee is an employee hired for a specified period of one year or less. Temporary employees are not entitled to the City's fringe benefits other than Workers' Compensation and, in some instances, unemployment insurance.

See Benefits Chapter of these policies for details of benefits available.

### 4.02 PROBATIONARY PERIOD

All new employees are probationary for a period of six (6) months. During probationary period, employees receive no pay increase other than an annual budgetary increase. (12-17-91)

Probationary full time Firefighters and probationary full time Police Officers will receive pay consisting of 90% of non-probationary Firefighter or Police Officer pay. After successful completion of the probationary period, pay will be adjusted to that of a non-probationary Firefighter or Police Officer. (08/16/05)

The probationary period will be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the position, and for dismissing any employee whose performance does not meet the required work standards.

During the probationary period, the immediate supervisor reports to the Department Head on the employee's work, ability to perform the duties satisfactorily, attitude, habits, and dependability.

## **5.00 EMPLOYEE COMPENSATION AND ADVANCEMENT**

### **5.01 PAYDAYS**

The pay period for the Town of Hollywood Park is bi-weekly, beginning 12:01 a.m. on Saturday of the preceding week and ending at 12 midnight on Friday the following week. Checks are issued on Wednesday following the end of the preceding pay period.

If payday falls on a holiday, checks will be issued on the last working day preceding the holiday.

### **5.02 CHECK DELIVERY**

Paychecks will not be issued other than on the days set out above. No pay advances or loans will be made to any employee for any reason.

### **5.03 PAYROLL DEDUCTIONS**

Deductions **shall** be made from each employee's pay for the following: (7/02/97)

- . Federal income taxes
- . Social Security
- . Texas Municipal Retirement System contributions (for regular full-time employees)
- . Any other deductions required by law.

In accordance with policies and general procedures approved by the Mayor and/or City Administrator, deductions from an employee's pay may be authorized by the employee for:

- . Group health/medical insurance premiums for dependents
- . Such other deductions as may be authorized.

### **5.04 PAY PLAN**

Pay ranges for City employees are established during the Budget each year and approved with the adoption of the budget. (7/02/97)

All regular full-time employees are provided a monthly increment of \$10.00 for each year of continuous employment completed in addition to his/her regular salary. The longevity pay benefit will begin the first month following the first anniversary date of employment. In computing actual continuous service, time spent on authorized leaves of absence without pay will not be included. (7/02/97)

### **5.05 PROMOTIONS**

A promotion is a change in the duty assignment of an employee from a position in one classification to a position in another classification in a higher pay group. A promotion recognizes advancement to a higher position requiring higher qualifications and involving greater responsibility.

Promotions are recommended by the Department Head and **shall be** approved by the Mayor and/or City Administrator **if** within the staffing pattern and budget limits approved by the City Council. Upon promotion, an employee is probationary in the new position for a period of 90 days and may be returned to a lower job classification at any time during the probationary period if performance is inadequate as documented by the

City business should be addressed with the official City issued e-mail address and sent from Microsoft Outlook. Internal e-mails should be processed through the internal e-mail system using Microsoft Outlook. No personal e-mail addresses should be given or used to send messages to conduct City business. (06/17/03)

### 12.00 DISCIPLINE

#### 12.01 GROUNDS FOR DISCIPLINE

Disciplinary action may be taken against an employee by the **Department Head or supervisor, or by the Mayor and/or City Administrator, in accordance with §1.02.** Examples of grounds for disciplinary action includes but is not limited to the following:

- . Insubordination;
- . Absence Without Leave, including absence without permission, failure to notify a supervisor of sick leave, and repeated tardiness or early departure;
- . Endangering the Safety of the Employee and/or Other Persons through negligent or willful acts;
- . Violation of the Alcohol and Drug Free Workplace Policy.
- . Unauthorized Use of Public Funds or Property;
- . Violation of Any of the Requirements of These Personnel Policies;
- . Conviction of a felony;
- . Falsification of Documents or Records;
- . Unauthorized Use of Official Information or unauthorized disclosure of confidential information;
- . Unauthorized or Abusive Use of Official Authority;
- . Sexual Harassment by any City employee;
- . Failure to Observe the City's Policies Regarding Communications with the public (see Communications Section in Employee Responsibilities Chapter);
- . Incompetence or Neglect of Duty; or
- . Disruptive Behavior which impairs the performance of others.

#### 12.02 PROGRESSIVE DISCIPLINE

The Department Head may take disciplinary action affecting an employee at any time, up to but not including dismissal. Dismissal may be taken after **consultation with the Mayor and/or City Administrator, and the City Attorney.** The severity of the discipline depends upon the nature of the infraction. The City may, but not necessarily will, use a progressive discipline system as follows:

- . Oral Warnings with records of each warning maintained by the Department Head;

**Step Two:** If the employee is not satisfied with the immediate supervisor's written decision or if the disciplinary action is upheld by operation of default, the employee may appeal to the Department Head, in writing, within three (3) working days of the immediate supervisor's written decision or default. The written appeal must clearly set forth what disciplinary action is being appealed, and the grounds for the appeal. The Department Head may hold a meeting with the employee, review necessary documentation, and respond in writing to the employee. The Department Head can uphold in whole or in part, can modify or can reverse the disciplinary action appealed. The Department Head's decision will be given to the employee within (5) five working days. If the immediate supervisor does not provide a written response within the specified time period, the disciplinary action is considered upheld by default.

**Step Three:** If the employee is not satisfied with the Department Head's written decision or if the Disciplinary action is upheld by operation of default, the employee may appeal to the Mayor or City Administrator, in writing, within three (3) working days of the Department Head's written decision or default. The written appeal must clearly set forth what disciplinary action is being appealed, and the grounds for the appeal. The Mayor or City Administrator can uphold in whole or in part, can modify, or can reverse the disciplinary action appealed. The Mayor or City Administrator will give the employee a written decision within (5) working days. The Mayor's or City Administrator's decision is final.

All appeals under the process set forth above must be filed with the City Secretary's office. Appeals are not considered timely unless received by the City Secretary's office by the deadline. In order to proceed through any of the disciplinary appeal steps, an employee must first timely file and exhaust all initial steps. In other words, an employee must first timely file and exhaust the appeal process under Step One before an employee can appeal to Step Two.

Copies of all documentation relation to the disciplinary appeal will be forwarded to the City Secretary's office immediately upon conclusion of each step in the process to be placed in the employee's personnel file.

If the employee is dissatisfied with any proposed resolution during the disciplinary appeal process, he or she Must appeal to the next step within the established time period. Failure to appeal presumes that the employee is satisfied with the latest resolution.

The disciplinary appeal process cannot be utilized for grievances. If an employee wishes to file a grievance, the employee must follow the grievance policy set forth in this Personnel Policy Manual and must do so under separate filings. (2/16/2010)

**12.04.** The Mayor and/or City Administrator may take disciplinary action against Department Heads when warranted, including oral counseling, letter counseling, and letter of reprimand. In the event of an extraordinary situation involving a Department Head, the Mayor may issue an indefinite suspension, with immediate notice to the Council, pending Council's review of the circumstances and further action by Council. Department Heads may appeal disciplinary action to the Council.

## **13.00 SEPARATIONS**

### **13.01 TYPES OF SEPARATIONS**

All separations of employees are designated as one of the following types:

- . Resignation
- . Retirement;
- . Reduction in Force;
- . Dismissal;
- . Disability; or
- . Death

### **13.02 RESIGNATION**

An employee who intends to resign shall notify his or her Department Head in writing at least 10 working days prior to the last day of work. The Department Head is responsible for immediately notifying the Mayor and/or City Administrator and the City Council.

### **13.03 RETIREMENT**

The same requirements for resignation apply in the case of retirement except that a longer period of advance notice may be required to start retirement payments promptly.

See the chapter of these policies entitled "Benefits" for additional information on retirement.

### **13.04 REDUCTION IN FORCE**

An employee may be separated when his or her position is abolished, or when there is either a lack of funds, a lack of work, or when the abolition of the position is deemed necessary by the City Council.

When reductions in force are necessary, decisions on individual separations will be made after considering (1) the relative necessity of each position to the organization; (2) the performance record of each employee; (3) qualifications of the employee for remaining positions with the City, and (4) the employee's length of service with the City.

Employees who have been laid off may reapply to the City for another position. Qualified former employees may be given priority consideration in the event of a vacancy.

When a regular employee who has completed the probationary period is dismissed as a result of a reduction in force, he or she will be given a minimum of two week's written notice and paid in full to the time of discharge, including accrued benefits. In addition, the City Department Head will attempt to guide the employee to any available, suitable job openings in the area for which the employee qualifies.

### **13.05 DISMISSAL**

All employees are employed at will and may be dismissed with or without cause at any time during their employment. (12-17-91)

### **13.06 DISABILITY**

Subject to the provisions of the Americans With Disabilities Act, an employee will be separated when an appointed physician determines that, for physical or mental reasons, the employee cannot perform the duties of the job. The Mayor and/or City Administrator will appoint a physician who will examine the employee and make his or her recommendation(s) to the City. The examination will be paid for by the City.

Voluntary separations based on reasons of disability must be substantiated by medical evidence if the disability may be a factor or condition of a retirement plan covering the employee. (See Chapter on "Health and Safety" for details on occupational disability resulting from bona fide, on-the-job, work-related injuries.)

### **13.07 DEATH**

If a City employee dies, his or her estate receives all pay due and any earned and payable benefits as of the date of death.

### **13.08 CALCULATION OF SEPARATION PAY**

Upon separation from City employment, a regular employee who has completed at least one year of continuous employment will be paid for accrued and unused vacation leave up to the limit of his or her maximum allowable accumulation.

Payment for such leave balances will be included in the employee's final paycheck and will be calculated in the following manner:

- The total work time and allowable vacation and compensatory leave time will be calculated as a total number of hours for which compensation is due. The employee's regular hourly rate will be determined for most employees by dividing the employee's regular annual salary by 2080 working hours per year.
- For employees who are subject to overtime under the Fair Labor Standards Act (FLSA), any overtime hours worked during the employee's final pay period, which have not been compensated through either of the time-off methods described under "Overtime Worked" section in these policies, will be paid in the final paycheck at a rate of one and one-half (1 ½) times the employee's regular hourly rate for each overtime hour worked. Compensatory time which has been entered and carried on the employee's records at one and one-half (1 ½) times the number of hours worked will be paid at the employee's regular straight-time rate for the total number of hours on the employee's compensatory time record. (Since the compensatory time was recorded at one and one-half (1 ½) times the number of hours worked, the straight-time payment for these hours is equivalent to the time and one-half (1 ½) pay for the hours actually worked.)

The employee will receive his or her final paycheck on the employee's last workday.

## **15.00 JOB DESCRIPTIONS AND PERFORMANCE EVALUATIONS**

### **15.01 JOB DESCRIPTIONS**

The Mayor and/or City Administrator and Department Head shall establish and periodically review an official job description for each position in the City.

### **15.02 DISTRIBUTION**

During the employee's orientation, the job description and performance evaluation form for each employee's position will be (1) given to the employee, (2) reviewed by the employee, and (3) placed in the employee's personnel file along with a certification that the employee has reviewed them. In addition, each employee is given a copy of the job description and the performance evaluation form.

### **15.03 REQUESTS FOR CLARIFICATION**

In the absence of any request for clarification, each employee is considered to understand the responsibilities assigned to the position which he or she occupies.

### **15.04 EMPLOYEE PERFORMANCE EVALUATION**

(5/23/06)

Supervisory personnel will periodically conduct a written job performance evaluation and an evaluation interview with each City employee. The Mayor and/or City Administrator will review each Department Head's performance and conduct a written performance evaluation and present same to Council by June 1 of each year.

Job performance evaluations have the primary purposes of improving the employee's understanding of his or her progress on the job and the supervisor's understanding of the employee's viewpoints of the factors that affected his or her performance during the evaluation period. Scheduled evaluations provide a required occasion to assess employee progress and to plan for future performance improvements. The scheduled evaluations should not replace day-to-day communication between supervisor and employee regarding his/her job performance expectations and his/her actual job performance.

The annual evaluation may be used by Department Heads to make recommendations of employees deserving pay increases based on their job performance to the Mayor and/or City Administrator. The recommendations may be addressed during the budgeting session period.

A final decision to award a pay increase to an employee based upon his/her job performance may be made within ten (10) days of the ending date of the budget session. The final decision to award a pay increase to an employee based upon his/her job performance is effective October 1 of each year.

Performance evaluation records are preserved and maintained in each employee's personnel file.

## Personnel Policy Manual

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### **EMPLOYEE ACKNOWLEDGMENT - PERSONNEL POLICY MANUAL**

I HAVE REVIEWED THE HOLLYWOOD PARK PERSONNEL POLICY MANUAL AND UNDERSTAND MY RESPONSIBILITIES AS AN EMPLOYEE OF THE TOWN OF HOLLYWOOD PARK.

I UNDERSTAND THAT THIS POLICY MANUAL IS A GENERAL GUIDE AND THAT THE PROVISIONS OF THIS HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT AGREEMENT (CONTRACT) OR A GUARANTEE TO CONTINUED EMPLOYMENT.

I FURTHER UNDERSTAND THAT THE TOWN OF HOLLYWOOD PARK RESERVES THE RIGHT TO CHANGE THE PROVISIONS OF THIS HANDBOOK AT ANY TIME.

I UNDERSTAND THE MY EMPLOYMENT IS FOR AN INDEFINITE TIME, AND THAT THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR BY THE TOWN OF HOLLYWOOD PARK AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE.

\_\_\_ PERMISSION IS GRANTED TO DISCLOSE MY HOME ADDRESS AND HOME TELEPHONE NUMBER.

\_\_\_ MY HOME ADDRESS AND HOME TELEPHONE NUMBER MUST BE KEPT CONFIDENTIAL.

Signature \_\_\_\_\_

Name Printed \_\_\_\_\_

Date \_\_\_\_\_

(This form must be returned to the City Office)

PERSONNEL POLICY MANUAL REVISED JUNE 21, 2011